



Mt Zaagkam International School

TEMBAGAPURA SITE

2011-2012

EMERGENCY PLAN

ALL STUDENTS ACHIEVING THEIR PERSONAL BEST

MT ZAAGKAM INTERNATIONAL SCHOOL EMERGENCY PLAN

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1.0 INTRODUCTION

1.1 AIM:

This plan is designed to set out the prior arrangements to be made and the responsibilities to be exercised by or on behalf of the **Mt. Zaagkam International School** principal, superintendent and staff during an emergency at the Mt. Zaagkam International School in Tembagapura.

1.2 NAME OF THE PLAN:

The plan shall be known as the Mt. Zaagkam International School - Tembagapura Emergency Plan.

1.3 REVIEW OF THE PLAN:

The plan shall be reviewed annually.

1.4 PLAN CO-ORDINATOR:

The Superintendent is appointed as the Emergency Plan Coordinator and is responsible for monitoring, reviewing and updating the schools emergency preparedness for both sites as required.

1.5 THREATS:

The threats that could result in an emergency at the Mt Zaagkam International School include;

- ◆ Fire
- ◆ Earthquake
- ◆ Volcanic Activity
- ◆ Storm
- ◆ Flood
- ◆ Chemical Spills and Industrial Accidents
- ◆ Civil Unrest or External Threats

1.6 PREMISES MAP:

A premises map showing the school grounds, emergency assembly areas, buildings, rooms, the location of all services and the main shut off position of services can be found as **ANNEX A** of this plan.

1.7 EMERGENCY CONTACTS:

Emergency contact details can be found as **ANNEX B** of this plan.

1.8 ADVICE TO PARENTS:

When parents first enroll their child, the school should, as part of their information program, inform and involve parents as follows;

Inform them;

- ◆ that the school has an emergency plan.
- ◆ of the basic details and procedures to be followed in an emergency.

Involve them by;

- ◆ requesting parents to provide details of contacts and custodians to be used in an emergency. (*Included on enrollment form*).
- ◆ reminding parents to regularly check and update the school's information management system with as many contact details as possible; including email (other than FMI) and mobile phone numbers.
- ◆ This list is to be kept up to date electronically by the school secretary, a copy kept on the Principal's computer and hard copies be available in the staffroom, photocopy room and in each of the Principal and Secretaries offices.
- ◆ Recommending that parents contribute further to the schools emergency preparedness and their child's safety by establishing their own home emergency plan and threat preparedness. This should include knowledge about safety houses children should go to if caught up in an emergency while outside playing or while moving around the township.
- ◆ Encourage parents to always notify to someone (neighbors, friends, spouses) where they may be contacted at anytime during any school day.

Parents should be encouraged to nominate more than one emergency custodian to collect the children, and wherever possible nominate people who live or work near the school. As many means of contact must be given to the school for communication purposes in the case of an emergency.

1.9 COMMUNITY SIREN:

The siren system does a self-test every **Wednesday at 11:30 AM**. If you hear the siren on Wednesday at 11:30AM, there is no reason to be alarmed or to take action.

If you hear the siren at any other time, you should take the following steps:

- ◆ Please secure yourself indoors quickly – in your office, home, or public facility with controlled entrances, whichever is most near;
- ◆ Remain calm and immediately report any suspicious activities to the **Command Center** at 540-4888;
- ◆ Monitor communication channels for detailed information about the situation. These include email, Freeport Bulletin Channel (FBC), and the phone information hotline at 540-2010 (Bahasa Indonesia) or 540-2011 (English).

Knowing how to respond during an event is a critical component to keeping you and your family safe. We encourage you to keep these phone numbers on hand and review this information with your family.

2.0 EVACUATION ROUTES

The **Primary** evacuation routes shall be the normally used exit routes, along the hall way, out the back door and to the squash courts.

The **Secondary** evacuation routes shall be along the hallway, out the front door and to the car park of the Engineering Shop. Should these not be available evacuation is to be by the closest means of escape.

3.0 EMERGENCY ASSEMBLY AREA

The emergency assembly area for the Mt. Zaagkam International School shall be: Inside the squash court located at the back of the school. If conditions determine it, the car park area in front of the Engineering Building. This process is only to be actioned when an evacuation of the school is required and has been signaled by use of the emergency alarm system. Following an emergency evacuation, the school buildings are to be inspected by safety personnel and the principal to ascertain the building's fitness for re-habitation. If deemed to be fit, students and staff may re-enter the building and classrooms. If the building is deemed to be unsafe to re-enter, staff and students will remain in class groups in the emergency assembly area, while emergency shelter Option 3 is processed—see Emergency Shelter Option 3 below.

4.0 EMERGENCY SHELTER

In the event of an external threat to the school—communicated via the town siren or direct contact from FMI security officers—the principal may choose to lock down the school and seek emergency shelter. The principal may also choose to lock down the school in the event of an internal threat such as an unauthorized intruder. The primary shelter is the classroom in which students are working when an alarm is sounded; the secondary shelter is the school library and the tertiary shelter is located inside the Tembagapura hospital.

Primary Shelter; Option 1: The Classroom

- a) Students must remain in the classroom in which they hear the alarm sound, whether it is the homeroom classroom or a specialist teacher's classroom.
- b) The teacher must check to ensure that all students are in the classroom.
- c) The teacher must lock the door and all windows to the classroom.
- d) Once the students are accounted for and the classroom is secured, the teachers must calmly move all students to a pre-designated safe place in the classroom.
- e) The teacher and students must remain in the classroom until instructed to move into secondary emergency shelter.

Secondary Shelter; Option 2: The School Library

- a) Wait until instructed by the principal or other trusted official to leave the classroom.
- b) Move students into library, in class groups by the safest route.
- c) Teachers remain with classes
- d) Teachers without classes provide assistance – especially to the younger groups
- c) Students sit in class groups, on the library floor. Teachers must keep students calm and secure.

- d) Students may be released to caregivers according to **APPENDIX D “Student Release Guidelines”**.
- e) Water will be available to for students waiting to be collected.
- f) Toilet facilities will be checked for safety and possible use.

Tertiary Shelter; Option 3: The Tembagapura Hospital Conference Room

- a) A decision will be made by the principal or Freeport security officials regarding the safety of the school or library for re-entry.
- b) If deemed to be unsafe, students will move in class groups with their teachers, in an orderly fashion, to the hospital.
- c) Teachers without classes will attach themselves to the group and provide assistance to class teachers and organizers.
- d) Students may be released to caregivers according to **APPENDIX D “Student Release Guidelines”**.
- e) In the event of an overnight stay for students who have not been taken home, emergency sustenance may come from:
 - Supplies held in the hospital and canteen
 - rations supplied through the Security Organization.
- f) Bathroom facilities, bedding arrangements and water are all available on site.

5.0 EMERGENCY PROCEDURES

5.1 FIRE:

All staff and students shall:

On hearing a continuous ring of the school's fire alarm, carry out emergency procedures:

- ◆ On teacher's order, movement from the classroom should be quick and orderly to the assembly area as per the fire exit maps located in each classroom. Students will move long the hall way, out the back door and to the Squash Courts. If egress out the back door is not possible, students will be led to the car park of the Engineering building.
- ◆ Teachers are to bring a class list (a current list should be sited next to the exit door) and have a roll call at the assembly area.
- ◆ Office staff and principal to check library, spare rooms and toilets.
- ◆ Office staff and principal will go to the assembly area and check that all classes and students are accounted for.
- ◆ One FMI hand held radio is held by a staff member at the assembly area. *Call number is 68382*
- ◆ **All Specialist Classes - keep the class you have** and proceed to the assembly area.
 - ◆ When you arrive at the assembly area, take your students to their **Classroom**
 - ◆ **Teacher** who will be at the assembly area.
 - ◆ Make sure the “hand over” is quiet and orderly.
 - ◆ No students are to be left unsupervised at the assembly area.
 - ◆ Specialist teachers are to remain with the class teacher until the drill/emergency is over.
- ◆ When the drill/emergency is over, collect your students and return to regular classes or follow the directions of superintendent/principal or emergency personnel.
- ◆ Follow the directions of emergency response team or security personnel at all time.s
- ◆ Keep students as quiet, orderly and calm as possible.

Staff not involved in the evacuation of students:

- ◆ Other staff to double check toilets, rooms, walkways on their way to the assembly areas.

- ◆ School Secretary to carry out:
 1. emergency services notified - **540 7777**
 2. doors and windows closed
 3. assistance with student management provided

**Should it be unsafe to re-enter any school buildings (primary shelter) staff and students should move to the designated secondary emergency shelter (hospital).
Fire Wardens**

5.2 EARTHQUAKES:

Procedures and responsibilities during an earthquake:

Staff should

- ◆ At the commencement of an earthquake instruct the students to shelter under their desks, turn their backs to the windows, tuck their heads into their knees and hold their hands over their heads, clasping firmly behind the neck. Stay away from windows, shelves and heavy objects likely to fall.
- ◆ The teacher is to open the exit door and stand in the doorway, or climb under their desk in the same way as students.
- ◆ Children in the toilets are to crouch or lie on the floor in the same crouching position as described above.
- ◆ Students in the library are to crouch in the middle of the floor area, preferably under the round tables.
- ◆ If outdoors crouch, as described above, away from any equipment or the buildings – look around to check the dangers.
- ◆ If in corridors, move to an interior wall, crouch away from windows, cover side of head with elbows and clasp hands firmly behind neck.
- ◆ Move students outside only if you believe that they are in further danger, otherwise remain in your room and wait for instructions from your supervisor.

If a decision is made to evacuate the building, staff should:

- ◆ check that all rooms have been evacuated,
- ◆ if possible, turn off appliances and services,
- ◆ take the attendance record or current class list with them,
- ◆ supervise the orderly evacuation of their classrooms to the emergency assembly area,
- ◆ take roll call of their class and advise the principal of missing students, staff or other occupants,
- ◆ Wait for advice and instructions from security or emergency personnel.

Should it be unsafe to re-enter any school buildings staff and students should move to the designated emergency shelter (hospital).

5.3 STUDENTS ON SCHOOL BUS:

- ◆ If an earthquake occurs while students are travelling on a school bus, the driver is responsible for the student's safety until they reach their destination.
- ◆ The bus driver should proceed with caution and avoid potential hazards.
- ◆ If the bus is immobilized in an unsafe position, it should be evacuated.
- ◆ Bus drivers have communication systems available and will notify the control centre and await assistance from emergency services.

5.4 OTHER EMERGENCIES:

For all emergencies, there are common and specific procedures to be followed. Common procedures and responsibilities:

Schools should:

- ◆ act on any emergency warning
- ◆ prepare for possible evacuation

Staff Should:

- ◆ if necessary contact the nearest control center
- ◆ check email, website or FBO (Channel 18) television for instructions from the control center
- ◆ reassure students and keep them as calm as possible
- ◆ liaise with the principal/superintendent regarding the possibility of evacuation
- ◆ if evacuation is necessary check that all school rooms have been evacuated
- ◆ if possible, turn off appliances and services (power)
- ◆ take the attendance record or current class list
- ◆ supervise the orderly evacuation of students to the emergency assembly area
- ◆ call the roll at the emergency assembly area and advise the principal/superintendent of any missing students, staff or other occupants

5.5 STORM-FORCE WIND AND CYCLONES

School staff should:

- ◆ secure loose items such as rubbish tins, outdoor furniture and play equipment,
- ◆ stick tape across large windows, ensure students stay inside the strongest part of the building - library,
- ◆ keep students away from windows and doors,
- ◆ if possible, open windows on the side of the building away from the wind to reduce the possibility of the roof lifting.

5.6 ELECTRICAL STORMS

School staff should:

- ◆ if inside, ensure students stay away from metal and electrical fixtures, as these can act as lightning conductors.
- ◆ if outside ensure that students stay clear of trees and position themselves as low as possible to the ground - look for a hollow.

5.7 VOLCANIC ACTIVITY

There is geologically, virtually no chance of any volcanic activity occurring in this region. The monitoring systems that are in place should give adequate advance warning of the possibility of eruptive activity should this occur. It is therefore unlikely that the Mt Zaagham International School would open during any major eruptive activity.

However to ensure that an appropriate volcanic activity response is included (although its activation is most unlikely) within this plan the following will apply:

During any eruption:

- ◆ if heavy ash is falling, do not shelter in any school buildings with flat or low pitched roofs, as these could collapse under the weight of ash build-up.

If instructed to move out of the School buildings staff should:

- ◆ ensure that students head and body are covered with substantial clothing,
- ◆ students and staff should breath through a handkerchief or cloth,
- ◆ carry a torch, even in daytime,
- ◆ move the students away from the eruption as quickly as possible,
- ◆ avoid streams and rivers.

5.8 CHEMICAL OR INDUSTRIAL ACCIDENT

Emergency Response Services are the first responders to any chemical or industrial accident scene, therefore the Mt Zaagham International School Principal/superintendent would be advised on the appropriate action to be taken by Fire Service personnel, Security and/or the Emergency Response Services personnel.

The action that may be appropriate could include:

- ◆ ensuring that all students and staff remain indoors,
- ◆ the direction of any evacuation of the school would be dependent on the type of emergency and the wind direction at the time.

5.9 CIVIL UN - REST or EXTERNAL THREAT to the SCHOOL

There are two stages to follow in any event which involves a civil unrest situation, or a threat to the school which may jeopardise the safety and well being of the students.

Step1. Ascertain when any known civil unrest is going to impact on the school and ensure students are evacuated safely to their homes in plenty of time.

- ◆ Follow evacuation procedures outlined at 7.5 below - "Sending Students Home."

Step 2. If the school cannot be safely evacuated, school officials may choose to protect students and faculty by instituting a school lockdown. School personnel will also secure building entrances to make sure that no unauthorized individuals enter the building. Students are monitored closely by staff to ensure that no one leaves the safe area.

- ◆ On the sounding of a series of short sharp bursts of the school bell (or notification by a call via the two way radio system the school operates should students be in the playground) all students will return to their classrooms where teachers will immediately check names to determine that all are present. Any student not accounted for will be notified to the superintendent/principal immediately and a search initiated.
- ◆ Staff members closest to the doors at the end of the hallway must act to close and lock them and then stand by to allow late arriving students into the building. The security guard will close and lock the front gate.
- ◆ Teachers will then lead students in a controlled and orderly manner to the school library (shelter-in-place area) where students will be calmed, reassured and settled. This must occur quickly so the time spent in the hallway is limited, yet without alarming students. Turn off lights and shut doors to the hallway. A video or DVD will be played

to distract students thoughts from any developing trauma. A supply of cups, biscuits and water will be available for students to snack on during the shut down period.

- ◆ A check of the whole school will be made, including store rooms, bathrooms and other rooms that are empty.
- ◆ The PTFI emergency number **540 7777** will be rung to notify the situation to security, the emergency response team and to seek assistance.
- ◆ Teachers will activate the “Emergency Phone Tree” as outlined in Appendix F, to inform parents of the situation. An email detailing the situation will be sent to all parents using the FMI list, current addresses and the Ibu Net. This will be updated when changes to the situation occur.
- ◆ The principal/superintendent will monitor the scale of the situation on a regular basis.
- ◆ Until the arrival of security personnel, who will assume charge of the situation, no-one will be admitted to or from the building unless they are clearly identified and/or it is safe to do so.

Shelter-in-place is a short-term measure (measured in minutes or hours, not days) that uses a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. If an accident or attack created contaminated air in the nearby area, everyone would be brought indoors. Staff would close all windows and doors and shut down the ventilation.

Students will be advised on what to do to protect themselves if they are outside the school area should an incident arise. Possible actions would be:

- ◆ Move rapidly away from trouble spot
- ◆ Seek shelter at a known safe place (houses, offices, shopping centre)
- ◆ Go to a security guard

School responsibilities:

- ◆ Maintain up to date student and parent contact information
- ◆ Phone/contact tree procedures in place and known by all staff
- ◆ Hold regular practices and drills
- ◆ Ensure students are safety aware and alert to all possibilities

5.10 UNACCOUNTED STUDENTS/ STUDENT ABDUCTION

Where a student is unaccounted for or has been, or thought to have been, abducted or kidnapped, the following actions will take place.

- ◆ Immediately notify security and/or police by fastest means possible.
- ◆ Locate and notify parents of the child concerned of the situation.
- ◆ Via the “Phone Tree,” notify all other parents which child is affected in order to alleviate possible fears regarding their own children.
- ◆ Prepare picture and personal description details, including what they were wearing and provide this information to security and/or police on their arrival and send same information to security via email.
- ◆ Request parents attend school and meet investigating officers; or arrange for an alternative meeting place.
- ◆ Account for remaining students.

6.0 RESCUE PROCEDURE

The Rescue of trapped Children or Staff will be undertaken by the Emergency Response Services, it shall therefore be the responsibility of the principal/superintendent to contact Emergency Response Services **by telephoning 540 7777 and asking for the Fire Service or Emergency Response Team.**

7.0 POST EMERGENCY PROCEDURES

7.1 Re-occupation of the Buildings:

The re-occupation of buildings after an emergency evacuation should not commence until the principal/superintendent safety and security personnel are satisfied that all rooms are safe for immediate re-occupation. Should re-occupation not be advisable, the students should be re-located into the conference room at the hospital until "sending student's home" procedures are activated. *(See above for details)*

7.2 Health and Safety Checks:

This is accomplished by staff checking the following:

- ◆ for obvious cracks in any walls,
- ◆ for dislodged bookcases or fittings which could fall in any earthquake aftershocks,
- ◆ for leaks in water and gas pipes,
- ◆ for breaks and or blockages in sewage drains and fittings,
- ◆ for breaks in electric wiring (these can cause fires),
- ◆ for any fires which have not been completely extinguished.

7.3 Conservation of Water

Water is precious in an emergency and should be conserved. Save water in any tanks, basins and cisterns, and if possible, turn off the water mains to prevent water loss from any damaged mains.

7.4 Building Inspection by Engineers

If there appears to be any structural damage to the school buildings, the principal/superintendent shall arrange for a qualified professional person to inspect the buildings to determine whether they are safe for immediate re-occupation.

7.5 Sending Students Home:

Any decision to send students home following an emergency (or prior to a notified civil unrest) must be made by the principal/superintendent in consultation with PTFI management, emergency services and/or security personnel.

In reaching this decision consideration shall be given to the following.

- ◆ students should not be released until it is safe to travel,
- ◆ following an earthquake roads may be impassable making it difficult for students to reach their homes,
- ◆ students should be kept at school until collected by a parent, guardian, or caregiver, or they could be grouped according to their home locations and escorted home by an adult,
- ◆ the school should keep a list of people authorized by parents or guardians to collect students after an emergency,
- ◆ accurate records need to be kept of students names and the name of the person escorting them home,
- ◆ no student should be released unless the name of the parent or guardian who has collected the student has been recorded as assuming responsibility for that student,
- ◆ students should not be left to find their own way home,
- ◆ If a bus has been organised to escort the students home, a teacher, preferably two, with a school list and the hand held radio must accompany them to supervise their dispersal.
- ◆ They must ascertain and ensure parents or a supervising adult, such as a pembantu, are home before a child can be left.
- ◆ If there are no parents at home, the child can be left with a neighboring adult, or neighboring family friend, if the child is familiar with, and comfortable to remain with them.
- ◆ A record must be kept of the situation and location of each child delivered.
- ◆ Young students whose parents or guardians are not available to collect them shall be kept at school until arrangements for their safe departure can be made.

A record shall be kept of students travelling on buses.

8.0 EMERGENCY RECOVERY PROCEDURES

Following an emergency it is important that the school is able to return to a level of normality as quickly as possible.

8.1 Alternative Accommodation

If following an emergency some or all school buildings are damaged to the extent that they are unusable, temporary alternative accommodation may be able to be provided at the hospital or community centre.

8.2 Keeping People Informed

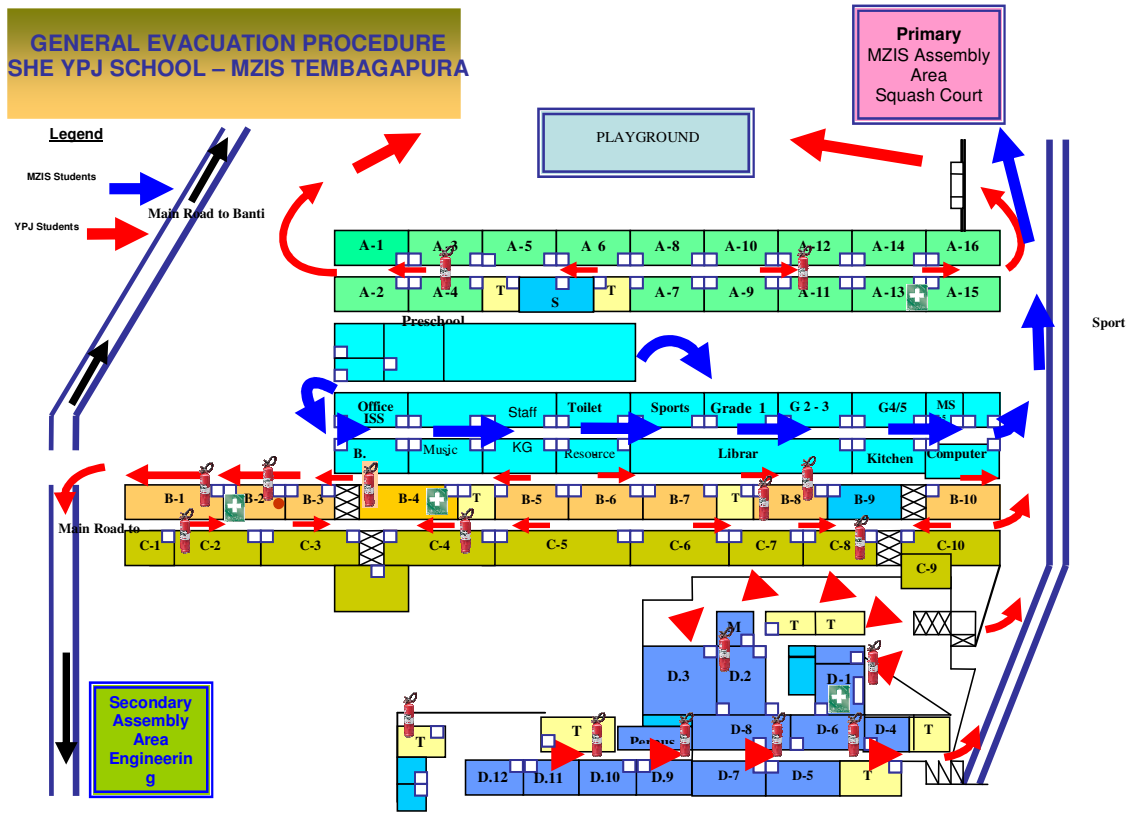
Parents and guardians should be informed about where and when students are to report for the resumption of classes. This could be through the normal PTFI communication channels, by newsletter or by telephone.

8.3 Recommencing Classes

The return of students to the school should be delayed until all damaged areas have been made safe, and any remaining dangerous areas have been adequately sealed off.

The principal/superintendent in consultation with the head of emergency services, head of health and safety and PTFI management, is responsible for deciding when the school will re-open.

APPENDIX A
Plan of School and grounds showing assembly area.




APPENDIX B**EMERGENCY CONTACT DETAILS****Emergency Response**

PTFI Command Center (fire, security, etc)	540-7777
TPRA Security	540-4444
Ridge Camp	541-2791
Mine	541-7766
Mile 38	542-3333
Kuala Kencana	543-4010/4012
Portside	542-5353

Medical Emergency

Tembagapura Emergency Room	540-7677/540-4900
Kuala Kencana Emergency Room	543-2222/ 301-111
Grasberg First Aid	541-6000
GBT First Aid	541-6973/ 6322
Mile 74 Clinic	541-2057
Ridge Camp Clinic	541-2501
Mile 38 Clinic	542-3022/3023
Base Camp Clinic	542-4200
Portside Clinic (Amamapare)	542-5222/542-5555
Malaria Control Kuala Kencana	543-4133
Malaria Control Timika	542-4213
SOS Jakarta Alarm Centre phone	62-21-750-6001
SOS Singapore Alarm Centre phone	65-338-7800
SOS Sydney Alarm Centre phone	61-2-9372-2400

Medical Services

Name	Location	Working Hour	
Highland			
Grasberg FAS	Open Pit Mine Area	24 hours	541-7331
GBT First Aid Station	Mine Area Tunnel	24 hours	541-6973
MLA First Aid Station	Mile 74	24 hours	541-8009
Ridge Camp Clinic	Mile 72 Ridge Camp	24 hours	541-2501
Tembagapura Hospital	Mile 68 TPRA	Emergency: 24 hours	540-4900

Lowland

Otomona Clinic Mile 38	Outpatient:	0700am to 5.00pm	52-3221 / 23
Kuala Kencana	Kuala Kencana	0700am to 5.00pm	543-4222 / 9-301-111
Base Camp Clinic	Base Camp	0700am to 4.00pm	542-4200 Pager No: 486
Bulahari	Portside	7:00am to 5:00p.m.	542-5222

Medical Officers

Name	Function/Title	Office	Home	Mobile
Dr. Darma Irawan	<i>Chief Medical Officer</i> (CMO)	540-7652	9-351505	0811975004
Dr. Emil Bohme	<i>Medical Advisor</i> , Highland	540-7650	9-351441	0811493173
Mike Banks	PHMC Snr Technical Advisor	543-4132		0811492336
Inggriani Setiawan	Deputy General Manager	9-301487	9-301801	0811496298
Wilda Ongso	Administration Manager	540-7691	9-351361	0811493978
Sandra Van Wyk	Nursing Technical Advisor	540-3229	9-351214	0811491493
Peter Mangles	General Manager	540- 4569		0811491109
Dr. Sumartono	Deputy CMO	540-4680		08123180983

Emergency Plan Coordinator (School Principal/Superintendent)

Blair Lee	Principal	MZIS-TPRA
	(H)	
540 7641	(W)	
62 821 99597633	(Mobile)	
540 3170	(Fax)	
Mark Brandin	Assistant Principal	MZIS-TPRA
	(H)	
351 198	(W)	
540 4600	(W)	
540 3170	(Fax)	
0852 9943 9175	(mobile)	

RATIONALE:

It is vital that all staff have a set of guidelines to follow when dealing with an emergency and that the main priority is to ensure the safety of students and staff.

PURPOSE:

- (1) To establish procedures for staff and students to follow in the event of an emergency that might affect the safety of any person involved.
- (2) To facilitate efficient evacuation of buildings
- (3) To establish an efficient safety lockdown procedure.
- (4) To establish a system of accounting for individuals after an emergency evacuation.
- (5) To ensure that all procedures are practiced regularly.
- (6) To ensure that emergency equipment is maintained in working condition.

GUIDELINES:

- (1) Emergency evacuation and lockdown drills will be held quarterly.
- (2) A comprehensive, current and easily accessible data base of parent contact information will be kept by the school. This is to be regularly updated.
- (3) A continuous ring of the fire alarm bell will signal an emergency evacuation.
- (4) A series of short sharp bursts on the bell signals a shut down and lock up situation.
- (3) Staff and students will be reminded on a regular basis of emergency procedures.
- (4) A designated area will be set aside as the assembly point for all emergencies
The primary assembly area is the engineering building car park and secondary area (should conditions determine this) is the area adjacent the sport hall, clear of all buildings.
- (5) Fire safety and emergency equipment will undergo a maintenance check regularly.
- (6) In an emergency, teachers are expected to check names against their attendance records or a current and up to date class list.
- (7) Teachers will ensure that emergency exits are kept clear at all times.
- (8) Students will be advised about the advantages of knowing where "safe houses" are located should an emergency arrive when they are outside playing during out of school time.

APPENDIX D

STUDENT RELEASE GUIDELINES

- 1) When an emergency occurs, the school remains responsible for students, until they are released to their caregivers.
- 2) Students may be released from :
 - Their classrooms, if they have been able to return.
 - The emergency evacuation area, the engineering shop car park or the area adjacent to the sport hall
 - The school library.
 - The Hospital.
- 3) Teachers remain with classes at all times. Teachers without classes are to assist with class management and crisis management.
- 4) Teachers may release students to caregivers, after all checks have been made, and authorisation has been given by the Principal/ superintendent, security or the emergency services.
- 5) **Each Student Release Must be Recorded.** This is the class teacher's responsibility.
- 6) When releasing students from a class, the remaining students must stay grouped together and under firm control. Teachers without classes are to assist with this.

APPENDIX E RESPONSIBILITIES OF SCHOOL STAFF DURING EMERGENCIES

- 1 This staff requirement applies to **TEACHERS, SUPPORT STAFF, and JANITORS.**
- 2 The primary duty of all staff members during an emergency is the welfare of students and fellow staff members.
- 3 The maintenance of **ORDER** and the **CALM CONTROL OF STUDENTS**, including the **Management of Emotional Reaction**, is **MOST IMPORTANT.**
- 4 Emergency evacuation procedures must be fully followed, including the taking of attendance records or current class lists to the designated assembly area.
- 5 Class teachers must assume quiet but assertive control of their classes.
- 6 Personnel without classes must take the groups they are working with to join the class, and the class teacher. They are then expected to check the evacuation is complete, and join with class teachers to assist with student management and care.
- 7 At the **STUDENT RELEASE** stage (*See ANNEX E*), personnel without classes must assist to ensure that all releasing of students to caregivers is recorded.
- 8 **ALL STAFF MEMBERS ARE EXPECTED TO PLACE THE WELFARE OF THE SCHOOL STUDENTS AHEAD OF THEIR OWN, UNTIL THE EMERGENCY SITUATION IS FULLY UNDER CONTROL.**
- 9 Where staff members need to leave, authority from the principal/superintendent will be required.

DO NOT ALLOW CHILDREN TO PANIC IN ANY EMERGENCY SITUATION!

APPENDIX F - EMERGENCY PHONE TREE

What is it?

The Phone Tree is to be used by parents should a significant emergency occur which affects the school operation. In a major emergency it is conceivable that the phone system will be unable to respond to the numbers of incoming phone calls from parents and loved ones seeking accurate information on the status of our students and staff.

When and how will it be used?

The Phone Tree system will be implemented should the school face an emergency which would preclude the school's ability to receive incoming calls and/or the school *needs to send information home as quickly as possible*.

The parents listed on the phone tree will receive a call from a site administrator who will provide a status report on the school along with other important and relevant information. It would be advisable to contact the person whom you are responsible to phone and enter their mobile (hand-phone) and landline contact numbers into you mobile phone "contacts" memory. This will expedite the process when the Phone Tree is activated.

As a parent it is your job to call the next person or persons on the phone tree who must then pass along information provided by the administration on the status of the school, staff, and students.

Updates

The phone tree will be updated twice a year and re-published to the school community. This will occur in September and January to coincide with the beginning of each semester.